

Staff Meeting on Tuesday, 3 March 1959. Not circulated.

SUBJECT

ACTION

Items to be Presented to Mr. Amory

D/M will present the steel paper  
to Mr. Amory on Monday, 9 March 1959.

D/M, D/A

D/A will have ready the papers on  
Industrial Production Index and  
Western GNP vs ~~NA~~ National Income, one  
for Monday 16 March and the other  
for 23 March.

ORR Reports

Dr. Guthe has suggested that the  
following procedure changes be made on  
production of ORR reports: a) Certain  
ORR reports which have research prospects  
but upon completion <sup>are found</sup> ~~do~~ not have enough  
interest to be read by everyone should  
not have a wide distribution and b)  
Some reports which can be summarized in a  
relatively few pages ~~would~~ should be edited  
and published <sup>as</sup> ~~in~~ a summary. The body of the  
research would remain unpublished and would  
be kept in the branch files. This suggestion  
would probably increase the reading of reports and second  
it would lighten the editorial load.

In considering branch proposals and  
division proposals it would be useful to find

out what should be published as background material and which reports could be summarized. There will be a notation made <sup>what</sup> ~~that~~ unpublished reports are available in files.

Program Planning

Chief, St/PR announced that the program planning for fiscal ~~year~~ 1960 would begin on 9 March with D/M and D/S. The week of 16 March would be for D/I and D/A. Each Division will receive the times later.

All Personnel